



## Job Description Form

# 020702 Principal Manager (Clinical) – Parole In-Reach Program

Justice Planning and Reform

### POSITION DETAILS

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Classification Level: SC4

Award/Agreement: PSA 1992 / Public Sector CSA Agreement 2019

Position Status: Temporary

Organisation Unit: Strategic Reform, Justice Planning and Reform

Physical Location: Perth Metropolitan

### REPORTING RELATIONSHIPS

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Responsible to: 020414 Project Manager – Level 8

**THIS POSITION:**                   **020702 Principal Manager (Clinical) Parole In-Reach  
Program – SC4**

Direct reports:                   1.0 x Clinical Supervisor – Parole In-Reach Program SC3

### OVERVIEW OF THE POSITION

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The Justice, Planning and Reform Directorate is a new unit established in the Department's Strategic Reform division, responsible for implementing a package of justice reforms developed and approved by the across-agency Justice Planning and Reform Committee.

The Principal Manager (Clinical) will take a lead role in the development, review and implementation of a Parole In-Reach Program pilot for metropolitan and regional prison pilot sites. These pilots will provide evidence based rehabilitative services to offenders prior to their parole and following their release back into the community.

The Principal Manager (Clinical) provides oversight and management to a team responsible for the triage, assessment, treatment and case management of offenders and works to achieve outcomes related to offender rehabilitation and reintegration.

The Principal Manager (Clinical) leads, supports and liaises with internal and external stakeholders responsible for implementing and facilitating the delivery of the Parole In-Reach Program pilot for offenders at the prison pilot sites, focusing on safety, rehabilitation, reintegration and a reduction in offending.

The Principal Manager (Clinical) will maintain a broad focus to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The Principal Manager (Clinical) will provide professional advice, undertake complex research and critical analysis, identify emerging issues and trends, and prepare reports and updates in relation to the establishment and ongoing operation of the Parole In-Reach Program.

## **JOB DESCRIPTION**

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As part of the Strategic Reform Division, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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- Manages and provides clinical oversight to a clinical Parole In-Reach Program team responsible for the triage, assessment, treatment and case management of offenders and works to achieve outcomes related to offender rehabilitation and reintegration.
- Leads the development, review and implementation of the clinical Parole In-Reach Program at the prison pilot sites in consultation with relevant Department business areas, stakeholders and service providers.
- Leads, supports and liaises with internal and external stakeholders responsible for implementing and facilitating the delivery of the clinical Parole In-Reach Program for offenders at the prison pilot sites, focusing on safety, rehabilitation, reintegration and a reduction in offending
- Contributes to the identification of programs and services, identifying future trends, when establishing the operation of the clinical Parole In-Reach Program pilots.
- Contributes to the scheduling of activities to ensure optimum sequencing and timing for the clinical Parole In-Reach Program rehabilitation outcomes.
- Ensures appropriate systems are in place to support the evaluation of the clinical Parole In-Reach Program and assist the management of communication and information related to the project. Prepares briefing notes and discussion papers as required.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **JOB RELATED REQUIREMENTS**

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In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of

view, investigate best practice approaches that may enhance service delivery are important for this role.

### **Achieve Results**

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

### **Communicates and Influences Effectively**

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

### **Role Specific Criteria**

- A post graduate Masters/Doctorate degree in Clinical Psychology, Counselling Psychology or Forensic Psychology.
- Eligibility for full registration with the Psychologists Board of Australia.
- Demonstrated experience in management of clinical services, and understanding of clinical interventions and assessment practices and approaches, including knowledge in the assessment and intervention of offending behaviour

### **SPECIAL REQUIREMENTS/EQUIPMENT**

Travel within the state may be required.

### **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Kylie Maj  
A/Executive Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: 15/01/2020